

SAINT MARY'S HIGH SCHOOL

Office of Advancement

Data Entry and Advancement Office Assistant

JOB DESCRIPTION

This is a project-based, hourly position with the potential opportunity to become full time and permanent. This person will work with the Advancement Director and the Advancement Operations Manager in the day-to-day operations of the department. The successful candidate will have strong analytical, computer, data entry and general office skills.

RESPONSIBILITIES AND DUTIES

Under the direction of the Advancement Director and Advancement Operations Manager, this individual will provide database and general office support to the Office of Advancement in the areas of constituent management, gift reporting and acknowledgement for all fundraising campaigns and advancement activities. There is a considerable time spent on routine data entry and historical data input. It is mandatory that the candidate has the ability to maintain confidential office information regarding donors, contributions, and all constituent information.

Provides support for the annual appeal, major gift and capital campaigns as well as special events, volunteer management, development of collateral materials and gift recording and donor acknowledgement. Also, provides support for Alumni Relations and Special Events as deemed necessary by the Director of Advancement.

- Support the philosophy, principles, and characteristics of a St. Mary's education and represent St. Mary's High School in a positive light as an ambassador of the institution.
- Ability to maintain confidential office information, including donor personal information, contributions, and all constituent information.
- Work with Advancement Operations Manager on continuous improvement of data hygiene, to include address changes, biographical information, tracking gifts and donor demographics, etc., for all projects.
- Create lists, reports, labels, etc. as directed and without direction to proactively meet advancement needs.
- Work with Advancement Department members to assist with event planning, volunteer management efforts, or other activities as needed.
- Adheres to all policies and procedures as outlined in the SMHS Parent/Student Handbook and Employee Handbook.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General Office

- Passion for the Mission of St. Mary's High School.
- Strong organizational and time management skills.
- Conscientious in execution of duties with a strong attention to detail.
- Proficient use of Microsoft Office programs, especially MS Word, Excel, Powerpoint, Gmail, and Google Apps.
- Strong office skills used in daily correspondence, including spelling, punctuation and grammatical skills, and the ability to proof and edit work.
- Ability and willingness to work in a fast-paced collaborative team environment.
- Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner.
- Ability to assume responsibility without direct supervision, exercise initiative and judgment, prioritize and organize workload, complete assignments in a timely manner, and to make decisions within the scope of assigned authority.

Data Entry Responsibilities

- Strong experience in database management, preferably, with Raiser's Edge.
- Strong skills in creating and utilizing excel spreadsheets.
- Must be able to research and analyze data and identify red flags that need to be addressed and corrected.
- Ability to gather and record biographical information, address history, individual and organizational relationship information and committee member relationships.
- Create and enter special notes for constituents.
- Ability to track and follow-up with donors/potential donors through mailings, written and/or oral communication, phone call, email, meeting, etc.
- Create data files/lists and actions.
- Perform mail merges and personalize with donor specific information.
- Segment data by giving level, event or activity, place of residence, alumni, donor, non-donor or first-time donor, top donor, consecutive years giving donor.
- Perform gift data entry for all campaigns.
- Track outstanding pledges and monitor pledge payment activity and reminder report activity to Director of Advancement and others as necessary.

Alumni

- Work closely with the Alumni Office to ensure that all student and family information is accurate and up to date.
- Assist Advancement Operations Manager with updating the alumni database.
- Track alumni by year graduated, parents' information, giving history in Raiser's Edge.
- Track memorials and provide assistance to the Alumni Coordinator.

MINIMUM EDUCATION AND EXPERIENCE PREFERRED

Qualified candidates should have a combination of education and experience equivalent to the Following:

- Bachelor's degree
- Minimum of two (2) years of office experience with an emphasis on data entry.